



JEFF HAVENS
COLLABORATIVE SPACE
ETIQUETTE
VIDEO SERIES QUIZ

OVERVIEW:

Working effectively in a collaborative space can present some unique challenges. You need to be able to create conditions that allow you to work well, but you also need to be respectful of those around you so that they can work well. We've detailed a few core issues that you can address to improve your working conditions in a collaborative environment – of course by showing you how to do them the wrong way.

LEARNING OBJECTIVES:

- **How to be considerate of those around you with regards to noise issues.**
- **How to avoid food-related issues.**
- **Common sense hygiene issues to improve everyone's day.**
- **General courtesy issues including language and being clean and organized.**

THE QUIZ QUESTIONS FOR EACH VIDEO ARE ON THE FOLLOWING PAGES. YOU'RE LIKELY NOT A 6-YEAR OLD SO WE WILL TELL YOU THAT THE ANSWERS ARE AT THE END OF THIS BOOKLET. WE ARE HOLDING OUT HOPE THAT THESE ARE COMMON SENSE ANSWERS AND YOU SHOULD NOT HAVE TO CONSULT THEM. IF YOU ARE UNSURE ABOUT ANY ANSWER, PLEASE REWATCH ALL OF THE VIDEOS.

QUIZ TIME!

NOISE ISSUES EPISODE 1

1) If you work in a collaborative environment, how should you listen to music?

- a. Loudly.
- b. Quietly and preferably with headphones.
- c. By hiring a live band.

2) How should you handle phone calls?

- a. Put every important caller on speakerphone so everyone can participate.
- b. Don't take calls in a collaborative environment.
- c. Look for a private area or keep your voice low.

3) What song was the guy attempting to sing at the end of the video?

- a. Stairway to Heaven.
- b. Ramblin' Man.
- c. Firework.

FOOD ISSUES

EPISODE 2

1) Why are pungent foods a potential problem in collaborative spaces?

- a. Not everyone will like the smell of what you're eating.
- b. Some people might be allergic to what you've brought.
- c. Both of these, and probably some other reasons we forgot.

2) If you're going to eat at your desk, which of these behaviors should you AVOID?

- a. Eating quietly and cleaning up after yourself.
- b. Eating loudly.
- c. Any kind of soup.

- 3) What should everyone in a collaborative space participate in?
- a. Keep the workspace clean and free of food.
 - b. The office volleyball league.
 - c. Competitive eating.

HYGIENE ISSUES

EPISODE 3

- 1) Where do you feet not belong in the office?
- a. On top of the desk.
 - b. Underneath the desk.
 - c. At the end of your legs.
- 2) With respect to odor, which of the following is the best advice?
- a. Shower regularly, but don't wear too much perfume or cologne.
 - b. Shower every day, and wear plenty of deodorant and perfume and cologne just to be safe.
 - c. Shower monthly, but no more than that.
- 3) How should you dress?
- a. Just enough to keep from getting arrested.
 - b. Cleanly and appropriately, according to the rules of your company.
 - c. In parkas and fedoras, all the time.

COURTESY ISSUES

EPISODE 4

- 1) What should you assume if somebody is wearing headphones?
 - a. That they are wasting time and can be easily interrupted.
 - b. That they are working and should only be interrupted if necessary.
 - c. That they are trying to sleep and need a blanket.

- 2) If you need something from someone, how should you get it?
 - a. Take what you want, and let them worry about it.
 - b. Go out and buy your own.
 - c. Ask politely, and avoid disrupting anyone by reaching across their workspace.

- 3) When should you curse?
 - a. All the time.
 - b. Only when your favorite team is losing.
 - c. Pretty much never.

ANSWERS

YOU'RE NOT CHEATING ARE YOU?

NOISE ISSUES

EPISODE 1

1) If you work in a collaborative environment, how should you listen to music?

b. Quietly and preferably with headphones.

2) How should you handle phone calls?

c. Look for a private area or keep your voice low.

3) What song was the guy attempting to sing at the end of the video?

b. Ramblin' Man.

FOOD ISSUES

EPISODE 2

1) Why are pungent foods a potential problem in collaborative spaces?

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- b. Some people might be allergic to what you've brought.**
- c. Both of these, and probably some other reasons we forgot.**

2) If you're going to eat at your desk, which of these behaviors should you AVOID?

- b. Eating loudly.**

3) What should everyone in a collaborative space participate in?

- a. Keep the workspace clean and free of food.**

HYGIENE ISSUES

EPISODE 3

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- c. At the end of your legs.**

2) With respect to odor, which of the following is the best advice?

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3) How should you dress?

- b. Cleanly and appropriately, according to the rules of your company.**

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